



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		V.O.C.COLLEGE OF EDUCATION
Name of the head of the Institution		DR.T.KANAKARAJ
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04612310600
Mobile no.		9442127125
Registered Email		vocbedcollege@gmail.com
Alternate Email		iqacvocbed@gmail.com
Address		Palayamkottai Road, Thoothukudi.
City/Town		Thoothukudi
State/UT		Tamil Nadu
Pincode		628008
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR.R.SASIPRIYA
Phone no/Alternate Phone no.	04612310600
Mobile no.	9894260330
Registered Email	vocbedcollege@gmail.com
Alternate Email	iqacvocbed@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://voccedu.org/docs/AQAR%202018-2019.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://voccedu.org/docs/reports/ac2019-2020.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	81.50	2005	20-May-2005	19-May-2019
2	B	2.73	2013	08-Jul-2013	07-Jul-2018

6. Date of Establishment of IQAC	07-Sep-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
National Level Webinar on 'Significance of	04-May-2020 1	316

innovations in Education before and after Corona Pandemic'		
Seminar on Intellectual Property Rights	19-Feb-2020 1	170
IQAC Meeting 1	03-Jul-2019 1	12
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr.S.Prema Latha	Minor Research Project	UGC	2017 370	7000
Dr.S.Usha Prvathi	Minor Research Project	UGC	2017 370	15126
Dr.C.Thanavathi	Major Research Project	NCERT	2019 370	355000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

13

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- IQAC prepared and uploaded college calendar.
- IQAC Prepared and Uploaded college data to the Management Information System (MIS) portal of AISHE, MHRD, Govt of India from 07.01.2020
- IQAC initiated steps for implementing IFHRMS
- IQAC took steps to revamp the college website
- IQAC took steps and received ISSN 25821806 for the Journal entitled EDUREACH : VOC Journal of Educational Research. IQAC worked to publish Volume 3, Issue 2 and Volume 4, Issue 1 of EDUREACH : Journal for Educational Research.

- IQAC took steps to publish Students Magazine, Voice of Preceptors on 20.02.2020
- IQAC organized Seminar on Intellectual Property Rights on 19.02.2020.
- IQAC organized National Level Webinar on Significance of Innovations in Education before and after Corona Pandemic on 04.05.2020

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Bridge course	Bridge course on Communicative Skills was conducted for the 1st year B.Ed. students from 20.08.2019 to 04.09.2019. The course includes various sessions which develop the students' proficiency in English and Tamil language.
Course orientation	Course orientation for B.Ed. and M.Ed. 2nd year students was organized on 15.07.2019 to understand the nature of the program, working days, syllabus, course activities, club activities and responsibilities.
Course induction	Course induction for B.Ed. 1st year, 2nd year and M.Ed. 2nd year students was organized on 19.08.2019 to understand the scope of teacher education program with the vision and mission of the college.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Staff Council	23-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

21-Jan-2020

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Funds are transferred by the Funding Agencies through PFMS Modules Monthly salary grant of the staff grants from the State Government is claimed through IFHRMS Non salary grants are claimed from the State Government through IFHRMS Making Admission Entry in the Tamil Nadu Teachers Education University Portal through our college login. Internal Mark Entry in the he Tamil Nadu Teachers Education University Portal through our college login. Getting Examination Results from he Tamil Nadu Teachers Education University Portal through our college login. Submitting Institution details for All India Survey of Higher Education through MHRD Portal During Covid19 two Institutional logins were created for online classes and for conducting webinars and seminars. College Activities are uploaded to UGC through University Activity Monitoring Portal.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curricular aspects of courses at V.O.C. College of Education are governed by Tamilnadu Teachers Education University, Chennai. Different steps are followed by the institution to ensure effective curriculum delivery through a well planned and documentation process as follows. 1 The annual academic calendar is prepared according to the university calendar prior to the commencement of the academic year by IQAC. 2 The available dates for significant activities to ensure proper teaching- learning process and continuous evaluation and it is displayed on the notice board. 3 The college level committees prepare broad guidelines and frameworks to suit requirements of courses. 4 The staff council in consultation with the academic timetable and work load committees of the college provide direction and regularly monitor the efficacy of the same throughout the session. 5 Conventional classroom teaching is blended with responsible use of ICT to make the teaching learning process more learner-centric. Computer assisted learning, experimental learning, participative learning and problem solving method are also used for curriculum transaction. 6 Classroom teaching is supplemented with seminars, SPSS package, workshops, special lectures, group discussions, departmental quiz, paper presentation by the students for effective delivery of curriculum, which is done in a planned manner. 7 The college library provides teachers with necessary learning resource material for effective delivery of curriculum. All faculty members have been provided with unique user ID and password for accessing NLIST site

that offers 80,409 e-books and 3,828 e-journals in full text forms. 8 All internal examinations like class tests, term test are conducted to check whether the students have acquired knowledge as outlined in the objectives of the curriculum. All examinations are conducted according to the Academic calendar. Effects are made by professors to improve the performance of advanced learners still better record of regular attendance, mark lists, question bank, student internship, music, dance and progress of the students are maintained by the college. The college encourages faculty members to attend orientation/refresher courses, workshops and present papers in seminars conducted by the affiliating and other universities for acquiring necessary skills for effective transaction of the curriculum. Academic activities during the academic year 2019- 2020 was going on through offline till March 2020, Due to COVID19 pandemic, the government announced lockdown from 23rd March 2020. It was planned to have classes through online mode for which, Whatsapp group was formed and all the teachers and student Teachers were added in the group . Instructions were given through whatsapp messages. Study material was shared to the students. Some teachers used Zoom app to meet the students. Google classroom was a way to give assignment to the students. Audio conference was held to give counseling to students and parents. The college examination committee conducted the University examination through Online mode, as per the direction given by the Tamilnadu Teachers Education University. The year ended with the successful result of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Diploma Course	PGDHE	20/03/2020	365	Faculty development	Lecturing skill, Research skill, Leadership skill
Certificate Course	Online Course	20/03/2020	5	Students Development Programme	Emotional Intelligence Skill, Leadership Skill, Communicative Skill, Problem Solving Skill, Body Language Skill, Digital Skill, Critical Thinking Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	Effectiveness of social	19/09/2019

	mediain curriculum transacation of teacher Education I nstitutions in Thoothukudi Disitric	
MPhil	A wareness on Air Pollution and Avoidance of plastic among High School students	30/10/2019
MPhil	Environmental A wareness of High School Students in Triupur Educational in Tripuar Educational District	30/10/2019
PhD or DPhil	Metacognition and Science Quotient of High School Students	19/09/2019
PhD or DPhil	A Study on E-waste awareness and Environmental quotient of undergraduate Students	19/09/2019
PhD or DPhil	Influence of Social Media uses on Mental Health of Prospective T	19/09/2019
PhD or DPhil	EMOTIONAL INTELLISENCE AND PROBLEMS FACEED BY PROSPECTIVE PHYSICAL SCIENCE TEACHERS DURING INTERNSHIP	19/09/2019
PhD or DPhil	Awareness on Availablity and utilization of community resources in teaching chemistry for High school students	19/09/2019
PhD or DPhil	Influence of self efficacy onmathematical problem solving abilty of prospective teachers in Thoothukudi District	19/09/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	332	16

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Skill development	06/11/2019	166
Computer Course	07/11/2019	166
Certificate in Teaching English	20/03/2020	13
Certificate in Guidance	20/03/2020	109
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEEd	Teaching Practice Internship	198
MEd	Field Visit	3
MEd	Field Immersion	4
MEd	Internship in Teacher Education Institution	3
BEEd	Innovative School Visit	171
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>To sustain the Institutional quality enhancement processes, the effective feedback system is indispensable. Feedback from the stakeholders of the institution drives all the academics and non academics. The stakeholders of the institution include the student Teacher, parents and community representatives, Teacher Educators and Head of the institution and the Management. They are quite well informed, committed, participative, motivated and curious to provide valuable contributions through the constructive feedback mechanism To ensure the quality awareness and consciousness amongst all the stakeholders (as NAAC MISSION) the institution - V.O.C.C.E Promotes the participatory practices through various councils in that the Student Teachers council and the Individual Prospective teacher can take part in the quality assurance of the institution by providing constructive feedback by oral, open ended and closed ended written formats.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PhD or DPhil	Education	22	15	7
MPhil	Education	20	1	1
MEd	Education	4	4	4
BEd	Education	200	171	171
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	171	4	5	6	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
19	19	25	9	8	25
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

• Yes – The College has mentoring system. • The college follows parent Teacher' concept which is otherwise known as "Tutorial System" .Accordingly every teacher is a parent-teacher for about a group of students throughout the academic year. The parent teacher keeps touch with of each students of his/her group. Teacher Educators are mentoring the student teacher not only in the academic aspects but also by taking care of the student physical and mental health in the COVID 19 situation. In the pandemic situation to teacher educator caters the student teacher through online and audio conference, explained about the crucial situation and how to face the situation. • Remedial coaching is also given by the parent teacher for their students if needed through online mode.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
370	19	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	Nil	Nil	Nil	Nil

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National,

International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr.C.Thanavathi	Assistant Professor	Best Researcher Award
2020	DR.R.Sasipriya	IQAC / CIQA coordinator	Fellow membership, Indian Academic Researches Association
2020	Dr.T.Kanakaraj	Principal	Member of Board of Studies, Meston College of Education (Autonomous), Chennai
2020	Dr.C.Thanavathi	Assistant Professor	Research Excellence Award 2020

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MPhil	MPHIL	Year	28/09/2020	12/09/2020
MEd	MED	Year	29/09/2020	12/10/2020
BEd	BED	Year	29/09/2020	12/10/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

I. Conducting CIE: Continuous Assessment of students forms an integral part of evaluation of students' academic performance. Our institution adopts conducting CIE as a part of sound educational strategy on a continuous basis throughout the year. II. Prefatory Phase: • The academic calendar is prepared containing the examination schedules is disseminated to all the academic fraternity and to the students. • General timetable is drafted for B.Ed I year, B.Ed II year, M.Ed I Year M.Ed II year and Computer classes. • In order to adhere to the dates mentioned in the calendar, Staff meetings are conducted frequently by the principal to speed up the syllabus coverage. Co-ordinators in turn, convene meetings and motivate the faculty members to complete the syllabus within the stipulated time. • Students are intimated beforehand regarding the dates of the exams and revisions are also given by the concerned faculty. III. Implementation of CIE: • Question papers are prepared in advance, printed and stored confidentially and handed over to the examiner on the day of the examination. • Quiz, Assignments, Seminars, Library work also form a part of the assessment. • Students with genuine reasons alone are given retest in CIA. IV. Evaluation, Analysis and Progress: • Results are analyzed by the class counsellors after every CIA exam. • To be keen on monitoring the performance of

the students, examination reports are sent to parents. PTA (online mode) is also conducted frequently. Parents/Guardians are advised to note the performance of their awards and take remedial measures if needed. • Slow learners are identified and given extra coaching with simplified courses materials and repeated test which augment their academic performance. • Continuous assessment of regular practical work, maintenance of record notebooks and performance in model examination is the basis of Practical Internal Evaluation. • External examinations are conducted at the end of each semester. Questions are prepared by the affiliated university. Students having arrears are permitted to write their papers both the semester examinations. • • External examination for the 70 marks is conducted by Tamil Nadu Teacher Education University and the remaining 30 marks as Internal marks for the full course of 100 marks. • For the Half a course-35 marks for the External examination which is conducted by Tamil Nadu Teacher Education University and the remaining 15 marks as internal marks. Student has to score a minimum of 32 marks out of 75 in full papers and 16 out of 35 in half papers and has to have 75 attendances. • Internal marks are given based on test, assignment and seminar done by the students. • The academic performances of student teachers are evaluated through periodic class test, monthly test and three hours model examination • CIE were changed based on the COVID-19 situation at the end of the academic year, online mode was used. Online quiz series for student's benefits.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Preparation of Academic Calendar: As a foresighted approach towards achieving the mission of the institution, academic calendar are prepared to plan the teaching, learning and evaluation schedules. It enumerates the entire schedules of academic and non-academic activities. Academic Calendars are drawn up for the entire year follows the academic calendar prescribed by Tamil Nadu Teacher Education University. It is prepared by the Academic Calendar committee comprising the Principal, IQAC coordinator and the office superintendent. The calendar also provides primary information, ethical codes and the general instruction of the institutions. It also focuses on: • The general Plan of the Tamilnadu Teachers Education University. • It gives details of number of working days, public holidays, examination schedule, academic activities of the college, co curricular activities and extracurricular activities, list of the faculty and campus activities. • Information's and guidelines to students to access amenities. • Student responsibilities and rules and regulations. •Scholarship details, attendance details, certificate courses andevaluation process. • Strict Adherence to the time schedule stated in the calendar. Adherence to the academic Calendar: • The College provides a copy of the academic calendar to all the students and all the state holders in the beginning of every academic year which would facilitate to plan their year and achieve work life balance. A link of the same has also been uploaded in the website. Adherence for conduct of Examination: a) Dates for the three CIA tests are fixed in the academic calendar. The Internal tests are conducted in a centralized manner. b) General timetable is drafted for all classes. c) Before finalizing the dates, it's ensured that there is sufficient time for syllabus coverage. d) Question Papers are collected from the respected faculty members on scheduled dates, printed and kept ready before the commencement of the internal examinations. e) Valuations of papers are carried out, the results intimated to the students, revaluation is done as per the request of the students and marks are uploaded in the mark register. The attendance in all the three CIA tests is compulsory. Updates' regarding individual examination marks and their attendance is conveyed to the parents by conducting periodical parent's teachers meeting. g) Retest for students are conducted in case of genuine reasons. h) Remedial classes are conducted for slow learners by

providing them with necessary study materials. Online mode of Examination was conducted for both B.Ed and M.Ed student due to the pandemic situation COVID-19 under the guidance of TNTEU. Student teachers were trained to face the online mode of examination.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://voeducation.s3.ap-south-1.amazonaws.com/sss/PO-PSO-CO+2019-2020.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MED	MEd	Education	3	3	100
BED	BEd	Education	194	194	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://voeducation.s3.ap-south-1.amazonaws.com/sss/Students+Satisfaction+Survey.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	730	NCERT-ERIC	572250	355500

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on 'Quick Response Code (QR code)'	Education	29/07/2019
Workshop on "Title Selection and Research Proposal writing"	P.G. Department of Education	21/10/2019
Workshop on 'Solar Eclipse' was organized in association with Science Centre, Tirunelveli and Taminadu Science Forum, Thoothukudi	Science	10/12/2019

Workshop on 'Data Analysis Using SPSS'	P.G. Department of Education	24/01/2020
Workshop on Intellectual Property Rights	IQAC	19/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Researcher Award	Dr.C.Thanavathi	ESN Publications, Chennai	28/09/2019	Outstanding Contribution in the field of Research and Development
Professor Artist Award	Dr.C.Thanavathi	Poet Artist Tamil Association	20/10/2019	Outstanding Contribution in the field of education
Outstanding Research Faculty Award	Dr.C.Thanavathi	Amaravathi Research Academy, Chennai	16/11/2019	Outstanding Research works
GMRAF Award For Research Advisor Excellence	Dr.C.Thanavathi	GMRAF International Seminar cum Awards 2019 by Global Multidisciplinary Research Academic Foundation, Chennai	29/12/2019	Outstanding Research works
Research Excellence Award 2020	Dr.C.Thanavathi	Institute of Scholars, Karnataka, India	10/02/2020	Research article published in Journals
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Publication	Publication of students Creative Work	V.O.C.Coll ege of Education, Thoothukudi.	VO(I)CCE OF PRECEPTORS	Students Creative Work	04/09/2019
Skill Development	Skill Development Cell	V.O.C.Coll ege of Education, Thoothukudi.	Develop skills in personal and professional life	Practice experience	06/11/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Education	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Education	16	2.75
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	Nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2019	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	15	43	82	10
Presented papers	4	4	Nil	Nil
Resource persons	1	2	1	2
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
Clean India	As per Swachhata Pakhwada scheme, students went to Anthoniyarpuram to create awareness about plastics through street play, drama, song and silambattam among public and school students.	2	25
Founder's Day	Staff Council, VOC College of Education	10	40
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
APCian Fiesta 2k19- Best out of waste	I Prize	APC Mahalaxmi College for Women, Thoothukudi Aagam Conservatory of Arts	2
APCian Fiesta 2k19- Folk Dance	II Prize	APC Mahalaxmi College for Women, Thoothukudi Aagam Conservatory of Arts	7
Acefest- 2019 1.Folk Dance (Live with Tradition)	III Prize	Annammal College of Education for Women, Thoothukudi Annai Bharath Gas Service	6
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Samvidhan Divas (National constitution day)	NCTE	Inculcate the student teachers regarding the prominent values	18	168
Swachhata Pakhwada - 2019	MHRD - "Jai Sakthi Abhiyan Campaign"	Jai Sakthi Abhiyan Campaign on the topic	17	155

'Preservation
of Water
Bodies"

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
An examination on Gandhiji's "My Life Story" Examination	125	0	1
Live Telecast on Dhoordharsan and Pledge Taken	182	0	1

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Field visit	Field Immersion Co-operative Schools	R.C.Middle School, Anthoniarpuram.Government Higher Secondary School, Umarikadu.	08/11/2019	21/11/2019	4

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
St. Xavier's College of Education, Palayamkottai.	19/12/2019	External Examiner for B.Ed. Practical Examination	1

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
875000	873373.13

	computers	Lab	Centers	Centers		nts	Bandwidth (MBPS/GBPS)		
Existing	103	2	10	0	0	4	12	90	0
Added	0	0	0	0	0	0	0	0	0
Total	103	2	10	0	0	4	12	90	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

90 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media Centre	https://youtu.be/c9Up_7LHLDg https://youtu.be/kVkcCq-k2Gyw

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
13000	12566	875000	873373.13

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. Laboratory 1a. Maintenance of Laboratory • Stock Register is maintained in all the departments to enter items regularly • Internal stock verification is done every year by a committee constituted by the principal. Follow up action is taken on the committee's recommendations. • White washing the labs and maintenance of material is done every year • Fire extinguishers are installed and maintained in all laboratories • Instruments and equipments are served under AMC per call scheme. 1b. Utilization of Laboratory • Preparing and following timetable • Science exhibition for school students are carried out through laboratory • Theory papers are suitably supplemented with practical. 2. College library 2a. Maintenance of college Library • Library functions between 9 am and 6 pm on all the working days • Library stocks are classified in the Science, Humanities, Computer, reference and competitive examination. • An extensive internal stock verification is done regularly • Assigned with a call number the books are arranged in their respective subject rack • Attendance of library users is entered using register. • New arrivals are displayed in the new arrival rack. • M.Ed., M.Phil. and Ph.D. theses submitted to library are kept in a separate place as reference book. • Library committee with the principal four staff members and two students is convened once in a year and to offer suggestion • Inlibnet section is available • Books and materials are properly maintained. 2b. Utilization of Library • Useful newspapers clippings about the college, job, award, research etc are displayed • Digital library with one server and 5 client computers is available for uses to download e-books and e- journals using INFLIBNET databases. • A reading room with books and periodical to prepare for NET, TET, TRB, UPSC, TNPSC and Banking is available • Staff and students can barrow books using their ID card • Braille materials are available for the visually challenged students • Ours is a referral library for research scholars and students of neighbouring colleges. •

Photocopying, printouts from internet facilities are offered • Kennedy books are displayed in the children corner of library for school children. 3. Sports complex 3a. Maintenance of sport complex • A systematic procedure is adopted for the purchase and maintenance of sport infrastructure facilities. • Physical stock verification and equipment maintenance are done 3b. Utilization of sport complex • College teams are practiced well to take part in District Level and zonal Level competitions and other intercollegiate competitions. • Sports event competitions are conducted in the college and the winners are awarded and rewarded accordingly. • Outdoor games such as shuttle badminton, volley ball, throw ball, cricket, Kho-kho etc., are well practiced and played by the students during the fitness period. 4. Computer 4a. Maintenance of Computer. • All computers in the labs are serviced by trained technicians from companies. • Only high rated computer are procured for labs (HCL, HP) with adequate power backup facilities (UPS, Generator). • To Provide computers for each students timetable for demo

<https://voeducation.s3.ap-south-1.amazonaws.com/sss/Proceedures+%26+Policies+2019+-+2020.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	SC/ST Scholarship	56	455200
Financial Support from Other Sources			
a) National	BC/MBC/DNC Scholarship	119	348800
b) International	Nil	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Microteaching	04/11/2019	171	Staff council, VOCCE.
Bridge Course	20/08/2019	171	Literary Club, VOCCE
Skill Development	06/11/2019	171	Skill Development Cell, VOCCE
Mentoring	23/12/2019	168	Counselling Cell, VOCCE
Yoga Training	07/11/2019	6	IQAC, VOCCE

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive	Number of benefited students by career	Number of students who have passedin the comp. exam	Number of studentsp placed

		examination	counseling activities		
2019	TET Coaching Class	366	366	5	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	8	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Good Shepherd Model School (CBSE), Thoothukudi	14	3	Scad International School, SCAD Nagar, Tirunelveli	31	18
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	54	B.Ed.	Mathematics, Physics, English	V.O.C.College of Education, V.O.Chidambaram College, A.P.C.Mahalaxmi College for Women	M.Ed., M.Sc., M.A.,
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	10
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
CULTURAL Both Boys Girls Solo dance, Duet	College Level	360

dance, Group dance, Solo singing, Group singing, Fusion dance, Mime, Fireless Cooking, Personality Mock -up, Mock Parliament, Debate, Skit, Verse Writing, Rangoli, ,tufsrejpjjhy, Elocution, Essay, Ad		
Sports Boys: 100m, 400m, 800m, High jump, Long jump, Shot put, Javelin throw, 4x100m relay, Cricket March Past.	College Level	166

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	National	Nil	Nil	0000	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council is the representative structure of the college through which students in the college can become involved in the various activities of the college for the welfare of the institution. • Student council representative represent the views of the student-teachers to the head of the institution. • They assist in organising programmes in sports and cultural. • They extend their support during the implementation of other extension activities. • They help in maintaining discipline within the campus. • They involve themselves in keeping the campus clean and plastic free. • They help the Teacher Educators in organising morning assembly. The above said activities are carried out by the following associations/clubs/ cells 1. Tamil Literary Association 2. Anti Ragging Cell 3. Blood Donors' Club 4. Career Guidance and Placement cell 5. Consumer Club 6. Discipline Committee 7. Eco Club 8. English Literary Association 9. Fine Arts Association 10. History Club 11. ICT Club 12. Institution Innovation Cell 13. Library Club 14. Mathematics Club 15. Physical and Health Club 16. Psychology Club 17. Quiz Club 18. Red Cross Club 19. Red Ribbon Club 20. Science Club 21. Skill Development Cell 22. Social Service Club 23. Students' Grievance Redressal Cell The student council of the college is functioning in a full-fledged manner under the guidance of Teacher Educators, who are the coordinators of the associations/ clubs/ cells.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni are the real back bone for any institution. The V.O. C college of Education, Thoothukudi, strongly believing the above statements. Our alumni association was started on 05.07.2004. We are proud to say that many of our

alumni are occupied in high positions in state government, central Government, Public Sectors and also in private organizations. There are number of our alumni are in University Professors, Chief Educational Officers, Eminent researchers and District Educational officers. We are very proud and happy about the success of our alumni because most of our students are coming from very poor and socially challenged background. More than 30 of students are from the backward and Schedule Caste students from very rural places in south Tamil Nadu. We are locating the working places and interconnecting the alumni those are working in same and nearby areas. An engaged alumni network allows our V.O.C. College of Education to benefit from the skills and experience of our student teachers, by offering their support to our students, to the institution and to each other. If we keep them well informed and engaged, alumni are our most loyal supporters and our best ambassadors, offering invaluable marketing and promotion across their personal and professional networks. Talented alumni will likely have a wealth of experience and skills to share with current students via talks and meets. In certain cases, this could go even further with alumni offering to practically support students in work placements and help them launch their careers. Alumni network has a real life benefit for current students. Alumni also donate their valuable time to offer career support to current students. This enhances the students' experience and gives them that competitive edge in today's tough job market. The alumni network of a college is one of the biggest sources of placement opportunities to the students. Alumni can help students get placed at their respective organizations. Alumni can play an active role in voluntary programs like mentoring students in their areas of expertise.

5.4.2 – No. of enrolled Alumni:

194

5.4.3 – Alumni contribution during the year (in Rupees) :

291800

5.4.4 – Meetings/activities organized by Alumni Association :

A meeting was conducted on 12.01.2020 to discuss the importance and need of Alumni Association and their contribution in academic and social welfare.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

A stratified student centred system is in practice in our college. To improve the quality of teacher education several plans and policies are constantly executed. The quality initiative reforms in the college are related to the aspirations of the student teachers. Due to the increase in number of students in the B.Ed., M.Ed. and Research programmes, the college has a multilayered organisational structure to ease and stream line the routine administrative activities of the top-level administrators including the President, Secretary and the Principal. Consequently, the organisational system was contemplated and recommended by the governing body as an effective mechanism to decentralise the administrative decision-making process. The Governing layers are as follows: The Board of Management is the top statutory decision - making body, wherein the members of the Board of Management house has adequate representation. It chaired by the President followed by the Secretary. The Board of Management includes 3 members from the V.O.Chidambaram Educational Society and the Principal of the college. Senior most staff representatives from the college also are among the layered governing body. The college Superintendent and a

University Representative is included in the Board. The Board of Management meets twice a year to decide over the important strategies of the college to monitor the progress of the college. The college has a Principal and an IQAC Coordinator to shoulder the administrative responsibilities entrusted by the principal. The senior faculty play a pivotal role in the micro level management of the college. The faculty is the last but holds a crucial position in the structure of the organogram for they directly deal with the students and are responsible for the implementation of the decisions made at different levels.

Academic Council: The Principal heads the academic council and governs the academic functioning of the college. This academic council comprises of IQAC Co-ordinator, Research Co-ordinator, M.Phil. Co-ordinator and M.Ed. Co-ordinator and senior faculty of the college. The council meets periodically to suggest measures for improving the teaching, learning and evaluation standards.

Further it is involved in planning and executing the academic activities.

Teacher Educators are given due opportunities to be part of the top administrative and academic bodies. The principal constitutes different committees and teacher representatives are given due authority to participate and blend in governance. Further the president of the teacher's association is also a member of the Staff Council. **Staff Council:** The Staff Council is a strategic decision-making body which comprises of the principal of our college, senior faculty and the Librarian. Important academic decisions are resolved under the leadership of the principal. To continually improve processes of admission, teaching, learning, examination, evaluation, placement, research and extension in order to become an educational friendly institution of academic excellence, the Staff Council meets every now and then. The above are the two practices of decentralization of our college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Sanctioned strength for B.Ed. course is 200 and for M.Ed. is 50 and for M.Phil. is 20. `Our The Student Teachers are selected and admitted to our Institutions based on the student admission policies of Tamil Nadu Teachers Education University. Totally 171 Student teachers got admitted in the B.Ed. course. Out of 171 Student teachers, 13 were Boys and 157 were girls. Most of the student teachers are from disadvantaged background. Three Students enrolled themselves in the M.Ed. course and in M.Phil., One student got admitted.
Industry Interaction / Collaboration	Continuous efforts are initiated to build and maintain excellent rapport with various educational institutions to promote collaborative alliances with schools, colleges and universities. The Placement Cell facilitates to bring the schools and the employers to the campus and interact with the staff and

students. In this regard campus interview was organized in our college by the Placement Cell. Our college is in the process of initiating Memorandum of Understanding with many educational institutions based on the components of teaching-learning, evaluation and Research.

Curriculum Development

V.O.C. College of Education is affiliated to Tamilnadu Teachers Education University, Chennai and follows the curriculum and syllabus prescribed by the University for all its courses. Whenever, the suggestions are invited by the university before finalizing the syllabus the college organizes meetings, holds discussions and collects required feedback. In addition, the college offers Value Added Courses, Certificate Courses in order to enhance the knowledge, values and skills of the student teachers. These Add-on Courses helps to improve the teaching competencies and skills of the students. The Strategy in introducing the Add on Courses is to propel the growth and development in academics. By introducing the extra courses the college is bound to provide value based education continued with social responsibilities to the student community. During COVID-19 the college organizes online certificate course on "Employability: An Essential Skill for Professional Development" V.O.C.College of Education follows a holistic approach towards growth and development of student teachers. Our teaching and learning methodologies include continuous assessment tests, presentations, quizzes, seminars, assignments, inquiry learning, blended learning, hands on training, dump charade, active learning, sensory learning, debate, Role play and case studies. We provide adequate infrastructural facilities for teaching and learning. Our well qualified and experienced faculty members impart knowledge to the students. We have the concept of student Counsellors to provide special care to the slow learners and fast learners. We believe that Education is never - ending process, hence we motivate our faculty to attend Orientation Programmes, Refresher Courses, Seminars, Conferences and Workshops to upgrade

and update themselves in the recent emerging trends in teacher education. We aspire to be abreast with the latest innovations and technological developments. We focus on remedial classes to improve the outcome results of the student community. During COVID 19 we conduct online classes, webinars and online quizzes.

Examination and Evaluation

Academic performances of the student teachers are evaluated through three model exams. Retest is conducted for the absentees. The best score out of three are taken into account along with the seminar and assignment marks. A centralised end term examination is hosted by the University. We follow a disciplined strategy for evaluating our students' academic performances. Continuous Evaluation is done through class tests, assignments and seminar presentations. A comprehensive evaluation of the students' overall development is monitored. The teacher educators shoulder the responsibility of moulding the students academically and personally. A result analysis process is done after the students receive their university results

Research and Development

V.O.C. College of Education is well known centre for research at southern zone. The Developments at V. O. C College of Education have access to well equipped computer laboratories with adequate infrastructural facilities to carry out research. Several workshops, seminars, guest lectures and research colloquium series is organised to improvise the quality of research. The Management supports to enhance research activities in the campus. The research Journal Edureach creates a research platform for scholars, educationists, and social scientists. The IQAC of our college encourages the faculty to apply for projects of different funding agency. The college has research history of various faculty numbers sanctioned UGC, ICSSR, NCERT and SSA funded minor and major research projects. The college has a publication department comprising of a Research Journal Edureach, a college Newsletter VOCCE EDUTIMES and VO(i)CCE of Preceptors. Students project on social welfare are encouraged by the students project

cell. Both B.Ed. and M.Ed. students are encouraged to publish articles in journals and present their papers at National and International seminars. Two of our research scholars were awarded doctorate by Tamil Nadu Teachers Education University in 2019 - 2020. NCERT funded project is sanctioned.

Library, ICT and Physical Infrastructure / Instrumentation

V.O.C.College of Education pays close attention to facilities like library, ICT, Physical Infrastructure and instrumentation. The Library has a huge collection of 16482 books. VOCCE. Library has also subscribed to the UGC NList programmed and INFLIPNET database package directly which provides access to thousands of full text peer reviewed journals and books. The Library has 5 PC systems for the users to browse. It also maintains a good collection of CDS. Entire Library's routine is partially automated. Apart from the regular service photocopying and printing is provided. Special section for competitive Examinations and journals and magazine is available at our library. Our management provides abundant assistance to the institution with various infrastructure facilities in the campus.

Human Resource Management

1. Co-ordination between Management, Principal, Teaching Non-Teaching Staff Members, students is the strength of the college. 2.Periodical Skill Development Programme was given to the Teaching Non-Teaching Staff Members. 3. Teaching Staff and students participated in the seminars, conferences and workshops for their professional development. 4.Maternity and Medical Leaves are sanctioned even to the self financed staff members.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Institutional activities such as Admission, Students details, Staff Details are maintained online. Communication with agencies like MHRD, NCTE, UGC, ICSSR, NAAC, NCERT etc. are done through online. All communication letters from TNTEU were received through mail. Separate mail ids are maintained for college journal and newsletter. Call for articles for our journal was done through college

	website and social media.
Finance and Accounts	Student's scholarships are received through ECS. The salary of the staff is credited through online. Employee's Provident fund account is maintained online. Salary Non-Salary grants of Teaching Non-Teaching staff are claimed from the State Government through IFHRMS Portal. Grants from funding agencies are sanctioned through PFMS
Student Admission and Support	Instructions and directions are given to the candidates those who approached our institution to apply for single window counselling through online .Digital learning is encouraged among the students. .
Examination	Internal External Mark Entry, Students attendance applications were submitted through online.
Planning and Development	The website of our college provides information regarding administration, academics, student supports and the events to be conducted. The College website also includes the academic calendar in which the number of working days and holidays will be given. Tentative commencement of the model tests is given. The details of academic training like micro teaching, mini teaching, internship training is shown. The dates for celebrating important events, seminars are planned well before for the smooth functioning. Reports of various activities are also present in our college website. Feedback facility is available in the website for expressing the views of students and parents.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr.S.Guru Vasuki	UGC Sponsored Professional Development Workshop for IQAC Coordinators and Academic Administrator	UGC-Human Resource Development centre, Bharathidasan University,	5595
2020		UGC Sponsored	UGC-Human	5595

	Dr.R.Sasipriya	Professional Development Workshop for IQAC Coordinators and Academic Administrator	Resource Development centre, Bharathidasan University,
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Orientation on Revised Accreditation Process of NAAC	Orientation on Revised Accreditation Process of NAAC	27/11/2019	27/11/2019	16	2
2019	Online Certificate Course: Employability : An Essential Skill for Professional Development	Online Certificate Course: Employability : An Essential Skill for Professional Development	18/05/2020	20/05/2020	19	3

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
International Faculty Development programme on online teaching tools for Trainers	1	18/05/2020	24/05/2020	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

Nil	Nil	Nil	Nil
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Quarters, Provident Fund, Gratuity, Group Insurance, Medical Leave, Maternity Leave, Festival Advance, Canteen, Support Funds to attend Seminars / Conferences, Borrowing 10 library books. Children of the staff members are given priority during admission. The faculty members are encouraged to pursue Higher Education.	Provident Fund, Gratuity, Group Insurance, Maternity Leave, Staff Quarters. Children of the staff members are given priority during admission. The staff members are encouraged to participate in their professional activities	Government scholarships, Endowment scholarships, concessions, counselling services, Amenities Centre, Career guidance programs through the placement cell, Facilitating to get Voters ID, Library, Grievance Redressal Box, Workshop, Awards, Awareness Programmes, Skill Development Training and Facilitating Webinars.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The task of the financial management is done at periodical intervals where accounts of the previous year is carefully scrutinized by the Principal and presented before the governing body for approval. The chartered accountants conduct statutory audit of the accounts maintained by the college. Besides, the college has conducted external audit of the salary and other related accounts. With regard to internal audit, the college has an inventory interdepartmental audit system. The team which visits every laboratories, physically verifies resources kept in the laboratories and also inspects records maintained by them. The finance system of the college uses PFMS to transact with the government and its agencies The college conducts Internal and External Financial Audits regularly at periodical intervals. The Internal Audit is being conducted every year on a continuous basis by the Internal Committee Members. The Internal Committee checks all financial items and systems associated with the finance. The committee submits the findings and suggestions in the form of report at the end of the every financial year to the college.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	560943	1.To maintain the bank account 2. To meet out the repair upkeep work 3. For contingencies 4. To meet out the excess expenses
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6.4.3 – Total corpus fund generated

560943

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	The Director of Collegiate Education and the Joint Director of Collegiate Education	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents are the major stakeholders in teacher education. Parents were cordially invited for an orientation meet of their wards on their first Day of College and offered suggestions about the quality of amenities available in the campus on 19.08.2019. They were oriented by our principal on the entire functioning of our college, the rules and regulations pertaining to discipline of their wards. And also, there were a meeting on 26.08.2019. The parents supported their wards to attend competitions in various places. Parents and teachers are communicated regarding the psychological, academic and personal care and development of students whenever needed. During COVID 19, the faculty members gave counselling to the parents and students through audio conference.

6.5.3 – Development programmes for support staff (at least three)

1. Safety Training programmes for the support staff. 2. Awareness program of Mental Health. 3. Organization and utilization of cleaning materials.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Organized IPR related workshops.. 2. Faculties were encouraged to improve their skills and knowledge through FDP. 3. College Magazine VO(i)CCE of Preceptors was published. Our college half yearly journal Edureach was released with ISSN NO. Encouraged the students to enroll on SWAYAM-MOOC. Organized online webinars and conferences. Online course. Encourage the students to utilize the inflibnet.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IQAC Meeting 1	03/07/2019	03/07/2019	03/07/2019	12
2019	Alumni Meet	12/01/2020	12/01/2020	12/01/2020	78
2020	National Level Webinar on	04/05/2020	04/05/2020	04/05/2020	316

significance
of
Innovations
in Education
before and
after Corona
Pandemic

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International womens Day	06/03/2020	06/03/2020	150	12
Violence against women :challenges and support	13/12/2019	13/12/2019	169	18

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

5

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Ramp/Rails	Yes	3
Braille Software/facilities	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	3
Any other similar facility	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	18/04/2020	1	Covid -19 Challenges and remedial	Created awareness about covid -	53

					measures	19	
2020	1	1	04/05/2020	1	Significance of innovation in Education before and after Corona pandemic	Created awareness about innovation in Education	316
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Students	15/07/2019	Handbooks are distributed to all the students at the reopening day. The General Code of Conduct which prescribes the rules relating to the timing of the college attendance, dress codes, discipline, request petitions, appeals and complaints, Rules to be followed in the Library and Hostel and appropriate disciplinary action that could be undertaken are also stated in the handbook. Guideline to Parents and Guardians are also described. All these information are also made available in the website of the college for the accessibility of the other stakeholders.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers day	05/09/2019	05/09/2021	157
All faith prayer	25/10/2019	25/10/2019	168
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic free campus 2. Rain water harvesting 3. Tree plantation 4. Solar Energy 5. Biowaste Production 6. Installation of Air Pollutant Measurement Unit

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the practice : Bridge course Goal: To promote language skills with an aim to develop the skills of reasoning, drawing inferences through meaningful

activities. Context: Communication skills of student teachers was found to be improved. Practice: Every year bridge course has been conducted for the student teachers to identify the gap between graduation and the professional skills. All the faculties of our college discussed various aspects of communicative skills. Evidence of success: Prospective teachers have gained the ability to analyse their strength, weakness, opportunities and threats. 2. Best practice : 2 Title of the practice: Microteaching. Goal: To enable student teachers to learn and assimilate new teaching skills under controlled conditions. Context: Teaching Skills among student teachers was found to be improved. Skill practice like Introduction, stimulus variation, reinforcement, probing questions and blackboard skills was given to student teachers. Practice: Pedagogy teachers gave training to the students for two hours every day in their pedagogy class for one week. Evidence of success: "MICROTEACHING PRACTICE" was conducted for the students from 04.11.2019 to 09.11.2019

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://voeducation.s3.ap-south-1.amazonaws.com/sss/Best+Practices.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The mission of the institution is to stress inter-religious values among student teachers. This was done through all faith prayer and verse reading from holy book of all religion. The college prayer song stress religious values. Prayer song makes our student-teacher feel that they all are equal. Education is given to the students from disadvantaged background. To make them excellent various programmes and activities are organized for them both academically and non-academically to bring out their hidden talents. Campus interview is conducted every year for employment opportunity. To disseminate knowledge in a spirit of love and dedication the institution is particular in helping the differently abled person and the needy. Donations are not collected from students for admission and also for appointment. The following "PANCHASHEELA" principle has been adopted for the trainees. 1. Acquisition of enough knowledge 2. Belief in god and morals 3. Cultivation of child psychology 4. Dedication to pupil welfare 5. Eschewing of separatist tendencies

Provide the weblink of the institution

<https://voeducation.s3.ap-south-1.amazonaws.com/sss/Institutional+Distinctiveness+2019+-+2020.pdf>

8.Future Plans of Actions for Next Academic Year

To take steps for MOU with Educational Institutions. To prepare feedback format for stakeholder with proper analyzing mechanism. To conduct academic and administrative audit. To promote research activities. To organize seminar on Gender- Equity and IPR. Restructuring college website. To enhance E reference through inflibnet. To implement Institutional mail ID for online classes. To maintain and promote achievements in curricular and co curricular activities. TO develop e - content. To enroll online Swayam MOOC courses. To Promote Wi- Fi campus through optical fiber cabling.